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OC-M84-Q90
2 February 1984

MEMORANDUM FOR: Deputy Director of Administration

FROM : William F. Donnelly
Director of Communications

SUBJECT : Weekly Report

25X1 1. Negotiations with [] have produced
25X1 an agreed upon Statement of Work (SOW) for its expanded role in
25X1 the MERCURY program. A letter contract with [] will be
25X1 executed by the Office of Logistics based on the SOW.
25X1 Discussions with []
[] are also underway with the objective of developing
an SOW and executing a letter contract.

2. On 28 January, the D/CO presented graduation certificates to the twenty-four members of Telecommunications Assistant Class 4-83.

25X1 4. In response to the DCI call, forty-two Office of Communications branches (or their organizational equivalents) are preparing two-page papers which reflect their perception of the principles and standards which should govern Agency activities.

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